

## Pre-site Monitoring Document Request Checklist Elementary and Secondary Education

Below is a list of required pre-site monitoring documents that are to be compiled and submitted to OSSE prior to the scheduled onsite monitoring visit. Please provide an electronic copy of these documents organized by program and indicator to ([OSSE.ELSECMonitoring@dc.gov](mailto:OSSE.ELSECMonitoring@dc.gov)) at **least two weeks prior** to the onsite visit.

**Name of LEA:**

Title I Part A				
Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	Most recent monitoring report from PCSB			
	List of paraprofessionals with highly qualified status			
	Parent involvement policies and participation rate			
	Sample of parent compacts			
	Samples of LEA/school notifications to parents regarding: <ul style="list-style-type: none"> <li>• LEA/school improvement status</li> <li>• Public school choice</li> <li>• Supplemental Educational Services</li> <li>• Teacher/paraprofessional qualifications</li> <li>• Assignment with non-HQT teacher</li> </ul>			
	School improvement plans			
	Most recent approved LEA Applications for section 1003(a) funds and section 1003(g) funds			
	Current list of schools receiving section 1003(a) funds and/or section 1003(g) funds and the amount(s) awarded per school			
	List of schools offering SES and number of students eligible and participating, by school.			
	<b>DCPS ONLY</b> Evidence of the number of students eligible for school choice transfers, and the number of actual transfers by school.			
	Samples of agreements/contracts/ between the LEA and approved SES providers			
	Samples of notification(s) sent to parents of SES availability			
	<b>Schoolwide Program ONLY</b> Schoolwide program plans			
	<b>Targeted Assistance ONLY</b> List of Title I students who are receiving services			
	Most recent approved LEA Applications for Title I and ARRA Title I funds			
	<b>DCPS ONLY</b> List of schools in rank order of poverty			
	List of school-by-school or campus-by-campus allocations from Title I and ARRA Title I funds			
	<b>DCPS ONLY</b> Most recent comparability calculations / report			
	<b>DCPS ONLY</b> Copy of SEA's guidance regarding provision of Title I services to eligible students attending private schools			
	LEA Complaint Policy (that aligns with OSSE policy)			

### McKinney-Vento Homeless Education

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	The dispute resolution process (if not included in State application), including guidance to LEAs about local dispute resolution process			
	Monitoring activities, guides or practices related to McKinney-Vento programs: copy of recent monitoring activities, schedules of upcoming monitoring visits, and follow-up to any corrective action required			
	Free & Reduced Lunch Forms/ Nutrition Services Forms (sample) A copy of the enrollment and/or application forms (sample)			
	Residency Verification forms (sample)			

### Title II Part A – Improving Teacher Quality

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	<ul style="list-style-type: none"> <li>Employed Educator Report (EER)</li> <li>List of teachers <u>Highly Qualified by High Objective Uniform State Standard of Evaluation (HOUSSE)</u></li> <li>Current Staff Roster</li> <li>Master Schedule of Classes</li> </ul>			
	Highly Qualified Teacher Plan Team Members, if applicable			
	Payroll roster for one pay period for Title II <b>(APPLY ONLY FOR LEAS THAT HAVE NOT CONSOLIDATED 100% OF TITLE II PART A FUNDS)</b>			
	Student poverty/minority data, Free and Reduced Lunch %			
	Professional Development Team members List of PD needs assessment methods used and artifacts			
	Documentation for one Title II reimbursed expenditure <b>(APPLY ONLY FOR LEAS THAT HAVE NOT CONSOLIDATED 100% OF TITLE II PART A FUNDS)</b>			
	Professional Development Calendar			

### Title II Part A – SAHE

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	The Title II Part A (SAHE) program is not requesting any pre-site monitoring documents at this time. However, this is subject to change at the discretion of the State Coordinator.			

**Title II Part D – Enhancing Education Through Technology  
(Competitive)**

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	Approved and current Ed Tech Plan			
	Budget indicating 25% set aside for professional development			
	Current needs assessment			
	Summary of technology needs assessment			

**Title III Part A – Language Instruction for Limited English Proficient & Immigrant Students**

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	Documentation of assessment materials			
	LEA improvement plans for those which fail to meet the AMAO targets			
	Data collection materials on individual LEP students			
	Professional Development Calendar			
	Parental and Community Outreach for ELL families			
	English Language Learner (ELL) Plan			
	Records of the number of immigrant students being served (if applicable)			
	The number of eligible students participating in each private school. <b>DCPS ONLY</b>			
	Evidence of implementation of an effective means of outreach to parents of LEP children			
	Budget [including breakdown of funds] for Title III formula <b>(APPLY ONLY FOR LEAS THAT HAVE NOT CONSOLIDATED 100% OF TITLE III PART A FUNDS)</b>			
	Documentation of count of LEP students submitted to SEA			
	Records of expenditures, purchase orders <b>(APPLY ONLY FOR LEAS THAT HAVE NOT CONSOLIDATED 100% OF TITLE III PART A FUNDS)</b>			

### Title IV Part A – Safe and Drug Free Schools

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	Sample of past performance reports			
	Current Truancy policy			
	Truancy records (Examples: referrals, letters, to parents, police reports)			
	Truancy letters			
	Log of incidents, which occur in and around the school			
	Violent crime reports			
	Record of current needs assessments			
	Disciplinary data (including suspension and expulsion)			
	Report of truancy data			
	Evidence of established set of performance measures			
	Samples of records and description of listed incidents which might have occurred			
	Sample of an implemented Title IV curriculum that is scientifically based (example: Second Step, Character Education, etc.)			
	Samples of records of behavioral referrals and parental involvement			
	Samples of documents which indicate that meaningful and on-going consultation with parents occur: <ul style="list-style-type: none"> <li>• Meeting notices</li> <li>• Agendas</li> <li>• Sign-in sheets</li> <li>• Newsletters</li> <li>• Training materials</li> <li>• Dissemination of progress reports to parents regarding program outcomes and accomplishments</li> </ul>			
	Records of GEPA reporting requirements <ul style="list-style-type: none"> <li>• Evidence of Unsafe School Choice records</li> <li>• Evidence of Transfer data on file</li> </ul>			

### Title IV Part B – 21<sup>st</sup> Century Schools

Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	All current activity plans (Specify each activity's goals and objectives to be achieved over a specific time period. Include the various strategies being implemented to achieving the goals and objectives and delineate the responsibilities for carrying out the plan.)			
	Current physical inventory policy, (if purchased with 21 <sup>st</sup> CCLC grant funds)			
	All recent Contracts for Services/ Memorandum of Understanding (MOU)			

	21 <sup>st</sup> CCLC Program Handbooks			
	Special Needs Students Accommodation Documentation (current special needs student accommodation policy, an account of the number of special needs students being served, and a listing of accommodations currently being provided)			

Fiscal				
Indicator # TBD	Documentation Requested For each LEA/school to be visited:	Available		Document N/A
		Yes	No	
	<i>LEAs will be required to provide supporting documentation for expenditures submitted for reimbursement from a specified time period within the past quarter.</i>			
	Federal programs drawdown rate			
	LEA's process to track previous audit and / or monitoring findings. Evidence of correction of findings.			
	Most recent audit (A-133 or financial statement)			